

**PLEASE POST**

# TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE  
P.O. Box 837 ~ Sells, Arizona 85634  
Phone: (520) 383-6540 ~ Fax: (520) 383-4676  
Website: [www.tonation-nsn.gov](http://www.tonation-nsn.gov)



## Job Summary - June 3, 2013

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2013 Salary
<b>General Support Services</b>					
3289	Motor Pool	Fleet Mechanic		3/4/2013	\$ 16.80
<b>Department of Planning and Economic Development</b>					
3300	Administration	Grant Writer Supervisor		4/8/2013	\$ 57,270.00
3124	Administration	Planner		5/20/2013	\$ 20.98
3126	Administration	Planner		5/30/2013	\$ 20.98
<b>Department of Health and Human Services</b>					
3163	Behavioral Health	Behavioral Health Therapist		5/13/2013	\$ 51,883.00
3336	Behavioral Health	Counselor Specialist		5/13/2013	\$ 19.49
3097	Child Welfare	Group Home Worker	NEW	6/3/2013	\$ 15.22
3219	Child Welfare	Group Home Worker	NEW	6/3/2013	\$ 15.22
3232	Community Health Services	Community Health Representative		3/25/2013	\$ 13.79
3290	Health Transportation Services - Site: San Simon	Program Coordinator		4/8/2013	\$ 40,531.00
3282	Health Transportation Services - Site: San Simon	Transit Driver		4/8/2013	\$ 12.81
3318	Health Transportation Services - Site: Ak Chin	Transit Driver		4/8/2013	\$ 12.81
3313	Health Transportation Services - Site: Sells	Transit Driver		4/29/2013	\$ 12.81
3335	Health Transportation Services - Site: Sells	Transit Driver		4/29/2013	\$ 12.81
3292	Senior Services	Cook Aide		4/15/2013	\$ 8.84
<b>Department of Education</b>					
3295	Administration	Administrative Assistant	CR	5/13/2013	\$ 14.49
3110	Early Childhood - Site: Santa Rosa	Teacher Aide/Driver		11/26/2012	\$ 14.49
3245	Early Childhood - Site: Sells	Teacher Aide		4/1/2013	\$ 11.32
3311	Early Childhood - Site: Sells	Teacher Aide		4/29/2013	\$ 11.32
3310	Early Childhood - Site: Sells	Teacher Aide/Driver		4/29/2013	\$ 14.49
3105	Early Childhood - Site: Pisinemo	Teacher Aide/Driver		10/22/2012	\$ 14.49
3109	Early Childhood - Site: Pisinemo	Teacher Aide		11/13/2012	\$ 11.32
3041	Higher Education	Education Assistance Specialist	Re-Advertised	6/3/2013	\$ 15.22
3009	Johnson O'Malley	Program Coordinator (Part-Time)		5/13/2013	\$ 19.49
3080	Recreation - Site: Hickiwan	Office Specialist	CR, CL	5/6/2013	\$ 12.49
3248	Recreation - Site: Hickiwan	Recreation Specialist		1/28/2013	\$ 12.49
3268	Recreation - Site: Hickiwan	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
3262	Recreation - Site: Menager's Dam	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3177	Recreation - Site: Pisinemo	Recreation Program Coordinator		12/3/2012	\$ 20.47
3264	Recreation - Site: Pisinemo	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3269	Recreation - Site: Pisinemo	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
3266	Recreation - Site: Sells	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3341	Recreation - Site: Sells	Recreation Program Coordinator		5/20/2013	\$ 20.47
3267	Recreation - Site: Sells	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
<b>Department of Natural Resources</b>					
3296	Administration	Natural Resources Technician		3/25/2013	\$ 20.47
3332	Solid Waste Management	Receptionist		5/13/2013	\$ 10.51
3176	Tribal Herd	Ranch Worker		4/22/2013	\$ 13.79
<b>Department of Public Safety</b>					
3304	Law Enforcement	Custodial/Grounds Worker		3/25/2013	\$ 10.77

## ATTENTION ALL APPLICANTS!!!

**Open Until Filled:** Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

**Current Employees:** must be in your current position for six (6) months prior to applying for another job opening. (Section III. H.h) This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position.

**NOTE:** All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any clerical positions, except Receptionist.

### FOR CLERICAL TESTING

Clerical testing is reserved for Monday-Friday 8:30am-10:30am and 1:30pm - 2:30pm. If applying for any clerical positions, please contact Human Resources at (520) 383-6540 to schedule an appointment.

### IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!

## APPLYING FOR POSITIONS

**HOW TO APPLY:** Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, (5) and resume, high school diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver's license, 39 month motor vehicle record to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE. Applications and supporting documents become the property of the Tohono O'odham Nation.

**Indian Preference** and Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nations, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

## OPEN CONTINUOUS RECRUITMENT

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>
Police Department	Police Officer	Open Continuous
Police Department	Ranger	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL) (CR)	Open Continuous

## OTHER EMPLOYER'S RECRUITMENT

### Intermountain Centers for Human Development

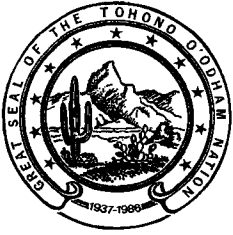
**Position:** In-Home Counselor (Children's and Adult's Services) - Tohono O'odham, Sells, AZ  
Please contact I.C.H.D. Human Resources at (520) 721-1887 ext. 5217 or [www.ichd.net](http://www.ichd.net)

### Social Security Administration Office

**Position:** Janitorial Technician - Sells Hospital  
Janitorial services needed for Mondays and Friday mornings.  
For more information: 1-866-220-9779 ext. 16203

(or)

Social Security Administration  
Attention: Debra  
88 W. 38th Street, Suite 100  
Tucson, Arizona 85713



# TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

P.O. BOX 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

3097  
3219

## JOB ANNOUNCEMENT

JOB TITLE: **GROUP HOME WORKER (2 Positions)**

SALARY: **\$15.22 PER HOUR, PLUS BENEFITS**

OPENING DATE: **June 3, 2013**

CLOSING DATE: **Open Until Filled**

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.*

STATUS: Probationary/Permanent, **Full-Time**

HRS/WK: Non-Exempt

DEPARTMENT: Health & Human Services/**Child Welfare**

JOB LOCATION: Sells, AZ

**POSITION SUMMARY:** Under close supervision, provides a safe, healthy, positive and productive environment for residents of the group home. Respects the rights of residents in the Group Home.

### MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three years' work experience with children, seniors, or disabled, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must obtain a Food Handler's Card within three months of hire.
- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

### ADDITIONAL REQUIREMENTS:

- A signed and completed Tohono O'odham Nation employment application.
- A signed and completed Background/MVR Investigations document.
- If claiming Indian Preference, submit a certified document of Indian Blood Certificate (C.I.B.) or a copy of Tribal Enrollment Card.
- A signed and completed Authorization to Release Information document.
- Current resume
- Three (3) letters of reference
- Copy of degree and/or transcripts
- MVR-39 Month Report
- Copy of current valid AZ driver's license
- Send all documents to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, Arizona 85634

Applications and supporting documents become the property of the Tohono O'odham Nation.

**Please keep copies for your own reference.**

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

**The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"**



# TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

P.O. BOX 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

**Re-Advertised**

## JOB ANNOUNCEMENT

JOB TITLE: **EDUCATION ASSISTANCE SPECIALIST**

SALARY: **\$15.22 PER HOUR, PLUS BENEFITS**

OPENING DATE: **June 3, 2013**

CLOSING DATE: **Open Until Filled**

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.*

STATUS: Probationary/Permanent, **Full-Time**

HRS/WK: Non-Exempt

DEPARTMENT: Dept. of Education/**Higher Education**

JOB LOCATION: Sells, AZ

**POSITION SUMMARY:** Under general supervision, provides financial aid counseling and information to eligible students who are pursuing secondary or post secondary degrees, licenses or certificates.

### MINIMUM QUALIFICATIONS:

- Associate's Degree in Education, Guidance Counseling or closely related field and two years work experience in teaching or counseling, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.